

# CALSTARS/FSCU – FISCAL YEAR 2013/14 PLANNER

July 2013						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>CALSTARS Processing Times:</b> <ul style="list-style-type: none"><li>• Cost Allocation-----10:00 AM</li><li>• Labor Distribution-----3:00 PM</li><li>• Nightly Processing-----6:00 PM</li><li>• YEC/YEO-----6:00 PM</li></ul>				<b>CALSTARS Contacts:</b> Hotline Hotline E-mail Fax Training Registrars Production Control  (916) 327-0100 <a href="mailto:hotline@dof.ca.gov">hotline@dof.ca.gov</a> (916) 323-4049 (916) 445-0211, ext. 2811 or 2812 (916) 323-7541		
	1  Happy New Fiscal Year!	2	3  Monthly UCM web update	4   Independence Day	5   CALSTARS Saturday Hotline starts tomorrow	6  CALSTARS Hotline 8AM – 1PM.  Processing begins at 1PM.  Production Control Unit available 9:30AM – 2PM.
7	8	9	10	11  Reminder: Complete quarterly SWCAP transfer by end of the month.	12  Pro Rata/SWCAP Workload data due from central service agencies.	13  CALSTARS Hotline 8AM – 1PM.  Processing begins at 1PM.  Production Control Unit available 9:30AM – 2PM.
14	15  Look for Budget Letter on 2013-14 Late Payment Penalty Rates.	16	17	18	19  Have you ordered and received all of your monthly CALSTARS reports?	20  CALSTARS Hotline 8AM – 1PM.  Processing begins at 1PM.  Production Control Unit available 9:30AM – 2PM.
21	22	23	24	25	26	27  CALSTARS Hotline 8AM – 1PM.  Processing begins at 1PM.  Production Control Unit available 9:30AM – 2PM.
28	29	30 <b>PAY DAY</b> Last day to run monthly CA/FS by 10AM. Last day to transmit auto Year-End DB3 data (Set indicator by 6 pm)  4th quarter CMIA reports due from departments	31  Statements due to SCO for General Fund, Feeder Funds, and Economic Uncertainty Funds.  Month-end rollover	<b>FSCU Contacts:</b> Hotline Hotline E-mail Fax Pro Rata SWCAP Pro Rata/SWCAP E-mail State Fund Accounting CMIA  (916) 324-0385 <a href="mailto:fscuhotline@dof.ca.gov">fscuhotline@dof.ca.gov</a> (916) 445-2854 (916) 445-3434 ext 2145 (916) 445-3434 ext 2166 <a href="mailto:fiprowswp@dof.ca.gov">fiprowswp@dof.ca.gov</a> (916) 445-3434 ext 2142 (916) 445-3434, ext 2136		

# CALSTARS/FSCU – FISCAL YEAR 2013/14 PLANNER

August 2013						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>Reminder:</b> CS 12.45 -June payroll expenditures by fund due to Finance budget analyst by August 5 <sup>th</sup> . Year End Report 13 due to Finance- FSCU by August 20 <sup>th</sup> SAM Section 7974.				1 Monthly UCM web update.	2 Pro Rata/SWCAP expenditures due from central service agencies.	3 CALSTARS Hotline 8AM – 1PM. Processing begins at 1PM. Production Control Unit available 9:30AM – 2PM
4	5	6	7	8	9	10 CALSTARS Hotline 8AM – 1PM. Processing begins at 1PM. Production Control Unit available 9:30AM – 2PM.
11	12	13	14 1st quarter Pro Rata transfer by SCO.	15	16  CALSTARS Saturday Hotline ends tomorrow.	17 CALSTARS Hotline 8AM – 1PM. Processing begins at 1PM. Production Control Unit available 9:30AM – 2PM.
18	19 Last day to transmit auto Year-End DB3 data (Set indicator by 6PM).	20 Statements due to SCO for all funds other than General Fund, Feeder Funds and Economic Uncertainty Funds.	21 <b>Reminder:</b> Run YEC/YEO before CA/FS Have you ordered and received all of your monthly CALSTARS reports?	22 Register for CALSTARS 2013/14 training classes.	23	24
25	26	27	28 State Fund Accounting Course-Class 139 starts.	29 <b>PAY DAY</b> State Fund Accounting Course-Class 140 starts. Last day to run monthly CA/FS by 10AM.	30 Month-end rollover.	31 Vendor payment purge

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SEPTEMBER 2013						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 <b>Labor Day</b>	3 GAAP information due to SCO. Look for ICRP training announcement.	4 Monthly UCM web update.	5	6	7
8	9	10	11	12 <b>Reminder:</b> Run YEC/YEO before CA/FS	13	14
15	16	17	18 Have you ordered and received all of your monthly CALSTARS reports?	19	20	21
22	23 Look for Pro Rata/SWCAP Budget Letter.	24	25	26	27 Last day to run monthly CA/FS by 10AM.	28
29	30 <b>PAY DAY</b>  Month-end rollover.	<p><b>Question:</b> When should a department prepare an Indirect Cost Rate Proposal (ICRP) or Cost Allocation Plan (CAP)?</p> <p><b>Answer:</b> Generally, each department receiving federal funds must prepare an ICRP or CAP to recover departmental and statewide indirect costs (SWCAP) from the federal government. See SAM sections 8755-8756. Finance, FSCU, offers training to departments on the preparation of ICRPs. More information on the training can be found at: <a href="http://www.dof.ca.gov/accounting/fscu/training/">http://www.dof.ca.gov/accounting/fscu/training/</a>.</p> <p><b>Question:</b> What are the requirements to transfer SWCAP recoveries to the General Fund?</p> <p><b>Answer:</b> GC sections 13332.01-02 require departments to recover SWCAP costs from federal government and transfer the recoveries to the General Fund within 30 days after the end of each quarter. Control Section 8.54 of the 2010 Budget Act authorizes Finance to reduce any state operations appropriation for departments that have not recovered SWCAP from the federal government.</p>				

# CALSTARS/FSCU – FISCAL YEAR 2013/14 PLANNER

October 2013						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1  Monthly UCM web update.	2	3  Pro Rata/SWCAP assessment sheets due from departments to Finance budget analyst.	4	5
	6	7	8	9	10	11  <span style="color: red;">Reminder:</span> Complete quarterly SWCAP transfer by end of the month.
	13	14	15	16	17	18  Have you ordered and received all of your monthly CALSTARS reports?
	20	21	22	23	24	25
	27	28	29	30  <span style="color: red;">PAY DAY</span>  Last day to run monthly CA/FS by 10AM.	31  1st quarter CMIA reports due from departments.  Month-end rollover.	

# CALSTARS/FSCU – FISCAL YEAR 2013/14 PLANNER

November 2013						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1  Monthly UCM web update.	2
3	4	5	6	7	8	9
10	11 Veterans Day (observed) 	12	13	14  2nd quarter Pro Rata transfer by SCO.	15  Have you ordered and received all of your monthly CALSTARS reports.	16
17	18	19	20	21	22	23
24	25	26  Last day to run monthly CA/FS by 10AM.	27 PAY DAY  Early processing day. Month-end rollover.	28 Thanksgiving Day (observed) 	29 Day after Thanksgiving	30  Vendor payment purge

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December 2013						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Submit ICRPs, CAP or PACAP to FSCU for review.	3 Monthly UCM web update.	4	5	6	7
8	9	10	11	12	13	14
15	16	17 Last day to correct 2013 reportable payments. Request P01/P02 Rpts.	18 2013 reportable payments sent to FTB to create 1099s. Begin posting 2014 reportable payments.	19	20 Have you ordered and received all of your monthly CALSTARS reports?	21
22	23	24 Early processing day.	25 <b>Christmas Day</b> 	26	27	28
29	30 Last day to run monthly CA/FS by 10AM.	31 <b>PAY DAY</b> Month-end rollover. Early processing day.	<p><b>Question:</b> Can departments pay claims against reverted appropriations from current appropriations? Does Department of Finance (Finance) need to approve reverted year claims?</p> <p><b>Answer:</b> Departments may pay claims against reverted appropriations from any current year appropriation available for the same purpose, e.g., a claim against a reverted support appropriation may be paid from a current year support appropriation (GC Section 16304.1; SAM Section 8422.7). Finance approval is not required for such claims.</p> <p>FSCU Frequently Ask Questions: <a href="http://www.dof.ca.gov/fisa/fscu/fscu_faqs.htm">www.dof.ca.gov/fisa/fscu/fscu_faqs.htm</a></p>			

# CALSTARS/FSCU – FISCAL YEAR 2013/14 PLANNER

January 2014						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>Review Accounts Receivables (ARs) to determine ARs to submit for FTB Intercept Program offset. More information on how to manage your department's ARs can be found at: <a href="http://www.dof.ca.gov/accounting/fscu/documents/Accounts_Receivable_Toolkit.pdf">http://www.dof.ca.gov/accounting/fscu/documents/Accounts_Receivable_Toolkit.pdf</a></p> <p>State Fund Accounting Course Spring Sessions Begin:  <a href="http://www.dof.ca.gov/accounting/fscu/training/state_fund_accounting_course/">http://www.dof.ca.gov/accounting/fscu/training/state_fund_accounting_course/</a></p>			<p>1</p> 	<p>2</p> <p><b>Reminder:</b> Batch dates must be 2014.</p>	<p>3</p> <p>Monthly UCM web update.</p>	<p>4</p>
5	6	7	<p>8</p> <p>State Fund Accounting Course-Class 141 starts.</p>	<p>9</p> <p>State Fund Accounting Course-Class 142 starts.</p>	10	11
12	13	<p>14 <b>Reminder:</b> Complete quarterly SWCAP transfer by end of the month.</p>	15	16	<p>17</p> <p>Have you ordered and received all of your monthly CALSTARS reports?</p>	18
19	<p>20</p> <p><b>Martin Luther King, Jr. Day (observed)</b></p>	21	22	23	24	25
26	27	28	29	<p>30</p> <p><b>PAY DAY</b></p> <p>Last day to run monthly CA/FS by 10AM.</p>	<p>31</p> <p>2nd quarter CMIA reports due from departments.</p> <p>Month-end rollover.</p>	

# CALSTARS/FSCU – FISCAL YEAR 2013/14 PLANNER

February 2014						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p><b>Question:</b> How is the Budget Sequence number for an appropriation transaction determined?</p> <p><b>Answer:</b> Use Budget Sequence number 001 for the initial authorization after Budget Revision (BR) 1. For Subsequent BRs, use the Budget Sequence number assigned to the BR by your agency's Budget Office. For Executive Orders, use the assigned Budget Sequence number on the CALSTARS website at <a href="http://www.dof.ca.gov/html/calstars/calsdocs/optools/budgetsequencenumber.htm">www.dof.ca.gov/html/calstars/calsdocs/optools/budgetsequencenumber.htm</a>.</p> <p>Agencies can discontinue the use of the Budget Sequence number and the CALSTARS N report series by entering N in the Budget BUD SEQ indicator field located on the OC Table.</p> <p>CALSTARS Frequently Ask Questions: <a href="http://www.dof.ca.gov/html/calstars/faq.htm">www.dof.ca.gov/html/calstars/faq.htm</a></p>						1
2	3 Monthly UCM web update.	4	5	6	7	8
9	10	11	12	13 Have you ordered and received all of your monthly CALSTARS reports?  3rd quarter Pro Rata transfer by SCO.	14 	15
16	17 <b>Presidents Day</b>	18	19	20	21	22
23	24	25	26	27 Last day to run monthly CA/FS by 10AM.	28 <b>PAY DAY</b> Month-end rollover.	



# CALSTARS/FSCU – FISCAL YEAR 2013/14 PLANNER

March 2014						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p><b>Question:</b> What is Pro Rata?</p> <p><b>Answer:</b> Fifteen entities provide various support services to state departments on a centralized basis. These entities, called "central service agencies" provide budgeting, banking, auditing, and other services that are funded by the state's General Fund. Central service costs also include the costs of health and dental benefits for retired state employees. Special funds are required by law to reimburse the General Fund for their fair share of the costs of these services. The allocation of central service costs is accomplished through "Pro Rata". Pro Rata assessments are paid by departments on a quarterly basis by SCO transfers. For more information, see SAM sections 8753-8754.</p> <p>Pro Rata Frequently Ask Question: <a href="http://www.dof.ca.gov/FISA/PROSWCAP/FAQs-PROSWCAP.HTM">http://www.dof.ca.gov/FISA/PROSWCAP/FAQs-PROSWCAP.HTM</a></p>						<p>1</p> <p>Vendor payment file purge</p>
2	<p>3</p> <p>Monthly UCM web update.</p>	4	5	6	<p>7</p> <p>Look for CALSTARS Year-End Training schedule COM(s).</p>	8
9	10	11	12	13	14	15
16	<p>17</p> 	<p>18</p> <p>Have you ordered and received all of your monthly CALSTARS reports?</p>	19	<p>20</p> 	21	22
23	24	25	26	<p>27</p> <p>Last day to run monthly CA/FS by 10AM.</p>	<p>28</p> <p><b>PAY DAY</b></p> <p>Month-end rollover.</p>	29
30	<p>31</p> <p>Cesar Chavez Day</p>	<p><b>Finance Website References:</b></p> <p>Department of Finance: <a href="http://www.dof.ca.gov/">http://www.dof.ca.gov/</a></p> <p>CALSTARS Home Page: <a href="http://www.dof.ca.gov/accounting/calstars/view.php">http://www.dof.ca.gov/accounting/calstars/view.php</a></p> <p>FSCU Home Page: <a href="http://www.dof.ca.gov/accounting/fscu/">http://www.dof.ca.gov/accounting/fscu/</a></p>				




# CALSTARS/FSCU – FISCAL YEAR 2013/14 PLANNER

April 2014						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Start conducting Year-End meetings (use updated Year-End work plan). CALSTARS table log records back-up and purge process. Monthly UCM web update.	2 Set AS reversion indicators for CFY022 and CFY023 processes.	3 Register for CALSTARS Year-End Classes. Look for Pro Rata and SWCAP Training.	4 CFY022 process 1st Reports Only Run. Look for CMIA Annual Forum detail information at <a href="http://www.dof.ca.gov/accounting/fscu/training/">http://www.dof.ca.gov/accounting/fscu/training/</a>	5
	6  <b>Reminder:</b> Table Review: OC, AS, IC, PCA, LC, CA, BS and EM before generating and creating FFY 2014 tables.	8	9	10	11  <b>Reminder:</b> Complete quarterly SWCAP transfer by end of the month.	12
	13	14	15  16 CFY022 process 2nd Reports Only run. Look for Budget Letter on Year-End Financial Reporting Guideline.	17	18  Have you ordered and received all of your monthly CALSTARS reports?	19
	20	21	22	23	24	25
	26	27	28	29	30	31
		27  Last day to run monthly CA/FS by 10AM.	28  <b>PAY DAY</b> 3rd quarter CMIA reports due from departments. Month-end rollover.	Look for Pro/Rata/SWCAP training announcement for May 2014 at: <a href="http://www.dof.ca.gov/accounting/fscu/training/">http://www.dof.ca.gov/accounting/fscu/training/</a> Accounts Receivable (AR) Toolkit-Assist state departments in managing of their accounts (AR). Visit AR Toolkit at: <a href="http://www.dof.ca.gov/accounting/fscu/documents/Accounts_Receivable_Toolkit.pdf">http://www.dof.ca.gov/accounting/fscu/documents/Accounts_Receivable_Toolkit.pdf</a>		

# CALSTARS/FSCU – FISCAL YEAR 2013/14 PLANNER

May 2014						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p><b>Question:</b> What is the Statewide Cost Allocation Plan (SWCAP)?</p> <p><b>Answer:</b> SWCAP is prepared annually by the Department of Finance, Fiscal Systems and Consulting Unit. The State of California provides certain services such as budgeting, accounting, auditing, payroll, etc., to operating agencies on a centralized basis. Since federally supported awards are performed within the individual operating agencies, a process is necessary to identify these central service costs and assign them to benefited activities on a reasonable and consistent basis. Departments recover their assigned costs from the federal government. The federally reviewed and approved, statewide central service cost allocation plan provides that process.</p> <p>SWCAP Frequently Ask Question: <a href="http://www.dof.ca.gov/FISA/PROSWCAP/FAQs-SWCAP.htm">www.dof.ca.gov/FISA/PROSWCAP/FAQs-SWCAP.htm</a></p> <p>Look for ProRata/SWCAP CSA Workload, Expenditure and Miscellaneous Training for June 2014 at:  <a href="http://www.dof.ca.gov/accounting/fscu/training/">http://www.dof.ca.gov/accounting/fscu/training/</a></p>				1  CFY022 process Final Transaction Run generates liquidation and re-class entries.	2  Monthly UCM web update.  First Day to run CA/FS for April.	3
4	5  Look for Pro Rata/SWCAP Workload Training for central service agencies.	6	7  Look for news item regarding SCO Fiscal Year-End Procedures.	8	9  4 <sup>th</sup> quarter Pro Rata transfer by SCO.	10
11 	12	13	14	15  CFY023 process 1st Reports Only Run.	16  Have you ordered and received all of your monthly CALSTARS reports?	17
18	19	20	21	22	23	24
25	26  Memorial Day 	27	28	29  Last day to run monthly CA/FS by 10AM.	30  <b>PAY DAY</b>  Month-end rollover.	31

# CALSTARS/FSCU – FISCAL YEAR 2013/14 PLANNER

June 2014						
		TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Monthly UCM web update.	3	4	5 Review Vendor Number: "AAAAAAAAA"	6 CFY023 process 2nd Reports Only Run.	7
8	9 Ensure FFY 2014 OC Table is established.	10	11	12	13	14
15 	16	17 Have you ordered and received all of your monthly CALSTARS reports?	18	19	20 Ensure all FFY 2014 Tables are established and reviewed such as OC, AS, IC, PCA, LC, CA, BS and EM Tables.	21 
22	23	24	25	26 CFY023 process Final Transaction Run – generates re-class entries.	27 Last day to run monthly CA/FS by 10AM.	28
29 	30 <b>PAY DAY</b>  Budget Letter prohibiting ORF disbursements issued if no budget is passed.  Month-end rollover.	CALSTARS What's New: <a href="http://www.dof.ca.gov/accounting/calstars/whats_new/view.php">http://www.dof.ca.gov/accounting/calstars/whats_new/view.php</a> CALSTARS Frequently Asked Questions: <a href="http://www.dof.ca.gov/accounting/calstars/faq/view.php">http://www.dof.ca.gov/accounting/calstars/faq/view.php</a> 